

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name] as advertised [where you found the application]. I believe my skills and experience align well with the requirements of this position.

I look forward to the opportunity to discuss my application in more detail. Thank you for considering my application.

Sincerely,  
[Your Name]